



# Alameda County - Oakland Community Action Partnership

## Administering Board Teleconference

December 13, 2021 | 5:30 PM - 7:30 PM

# COMMUNITY PARTICIPATION GUIDE

## TO OBSERVE

To observe by Zoom video conference, click on the link provided on the agenda.

To observe by phone, dial+ 1 669 900 9128 at noticed meeting time. When prompted, enter WebinarID: 954 7355 7698

## TO COMMENT

To comment by Zoom video conference: "Raise Your Hand" to request to speak when Public Comment is being taken on an eligible agenda item. When it is your turn to speak, accept the unmute prompt to make public comments.

To comment by phone: "Raise Your Hand" by dialing "\*9" to request to speak when Public Comment is being taken on an eligible agenda item. When it is your turn to speak, you will be prompted to unmute yourself by dialing "\*6".

Pursuant to California Government Code section 54953(e), AC-OCAP Board Members, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

Times are estimates and subject to change. Contact the Office of the City Clerk, 5 days prior to the meeting so we can make reasonable arrangements to ensure accessibility. Office of the City Clerk - Agenda Management Unit Phone: (510) 238-6406 Fax: (510) 238-6699 Recorded Agenda: (510) 238-2386 Telecommunications Relay Service: 711



# Alameda County - Oakland Community Action Partnership

## Administering Board Teleconference

December 13, 2021 | 5:30 PM - 7:30 PM

## PANELIST PARTICIPATION GUIDE

### VIDEO CONFERENCE

Join the teleconference as a Panelist by clicking on the link provided on your Zoom invite.

Sign on to webinar 10 minutes early to ensure your speakers and mic work. A technical roll call will be performed.

The Zoom link on the Agenda, Community Participation Guide and AC-OCAP website is for Attendees only.

Panelists must raise hand and be recognized by the Chair. Host will unmute Panelist to speak. If a Panelist muted their mic, they need to accept the unmute prompt before they are unmuted.

### TELEPHONE

Join by telephone, dial +1 669 900 9128, enter Webinar ID: 954 7355 7698 when prompted.

You will enter the Teleconference as an Attendee. Expect to be on hold as staff completes technical roll call with the videoconferencing Panelists.

When the host permits you to speak, you will receive a notification. Follow the telephone prompt to unmute yourself. Dial \*6 to toggle between mute/unmute. To raise your hand, dial \*9.



## Alameda County – Oakland Community Action Partnership (AC-OCAP)

Visit us on the web at [AC-OCAP.com](http://AC-OCAP.com) or contact us by email at [AC-OCAP@oaklandca.gov](mailto:AC-OCAP@oaklandca.gov)

**Vision Statement:** To End Poverty Within the City of Oakland and Throughout Alameda County.

**Core Values:** Community-driven | Equitable | Collaborative | Impactful | Results-driven

**Our Promise:** Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes Oakland and Alameda County a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

---

### Administering Board Teleconference

Monday, December 13, 2021 5:30 p.m.

Zoom Community Participation Link: <https://us06web.zoom.us/j/95473557698> Webinar ID: 954 7355 7698

---

**Board Membership:** Gladys Green (Chair), Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), Mitchell Margolis, David Walker, Samantha Columbus, Njeri McGee-Tyner, John Michael Baratta, Mayor Libby Schaaf (Lisa Ruhland), Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (B. Garza), Councilmember Treva Reid (Rosa Velazquez), Supervisor Dave Brown (Sarah Oddie), Supervisor Nate Miley (Angelica Gums), and Sean Callum

**Board Vacancy:** Oakland District 1 and 4

**Staff:** Estelle Clemons, Dwight Williams, Don Raulston, and Melissa Francisco

---

## AGENDA

- A. 5:30 p.m. **Call to Order/Recite AC-OCAP Promise**
- B. 5:35 p.m. **Roll Call/Determination of Quorum/Approval of Agenda**  
**ACTION ITEM:**
- C. 5:40 p.m. **Approval of Draft November 8, 2021 Administering Board Minutes – Attachment C1**  
**ACTION ITEM:**
- D. 5:45 p.m. **Approval of AC-OCAP Resolution 3-2021 to Continue Teleconference Meetings – Attachment D1**  
Board to approve Alameda County – Oakland Community Action Partnership (AC-OCAP) Resolution 3-2021 electing to continue conducting meetings using teleconferencing in accordance with California government code section 54953(e), a provision of AB-361.  
**ACTION ITEM:**
- E. 5:50 p.m. **Open Forum: (General Audience Comments)**

Pursuant to California Government Code section 54953(e), AC-OCAP Board Members, as well as City staff, will participate via phone/ video conference, and no physical teleconference locations are required.

Times are estimates and subject to change. Contact the Office of the City Clerk, 5 days prior to the meeting so we can make reasonable arrangements to ensure accessibility. Office of the City Clerk – Agenda Management Unit Phone: (510) 238-6406 Fax: (510) 238-6699 Recorded Agenda: (510) 238-2386 Telecommunications Relay Service: 711

- F. 6:00 p.m. Presentation: Estelle Clemons, [Bank On Oakland Update](#)**
- G. 6:35 p.m. Community Action Partnership (CAP) Updates (E. Clemons)**
- 1. Board Update**
    - A. [Community Development Block Grant \(CDBG\) Oakland District 1 and 4 Board Vacancies](#)**
    - B. Board Membership Applications Due – December 31, 2021 (A. Green, M. Margolis, D. Walker, S. Columbus) – Attachment G1B**
    - C. 2022 Board Meeting Schedule – Attachment G1C**
    - D. Board Acknowledgements**
  - 2. 2022 Community Services Block Grant (CSBG)**
    - A. City Council 2022 CSBG Contract and Resolution Scheduled for December 21, 2022 – Attachment G2A**
    - B. 2022 Draft CSBG Budget – Attachment G2B**
  - 3. AC-OCAP Programming**
    - A. AC-OCAP Update (2021 CSBG, 2020-2022 CARES)**
    - B. 2021-2022 Earned Income Tax Credit (EITC) Campaign – [EITC Awareness Day January 28, 2022](#)**
  - 4. Conferences/Travel/Training:**
    - 2021 National Community Action Foundation Conference (NCAF), November 1, 8, 15, and 17 – Report Out (A. Ford, S. Oddie, CAP Staff)
    - 2022 [National Community Action Partnership \(NCAP\) Management Leadership Training Conference](#), Virtual, February 2 – 4, 2022
  - 5. Public Comment: (Specific Agenda Item(s): Audience Comment Period)**
- ACTION ITEM:**
- H. 7:05 p.m. Future/Proposed Agenda Items (see chart below)**  
January – Liz Suk (Oakland Rising Action)
- I. 7:10 p.m. Attachments**
- C1** Draft October 11, 2021 Administering Board Minutes
  - D1** AC-OCAP Resolution 3-2021
  - G1B** 2021 Board Membership Terms and Membership Application
  - G1C** 2022 AC-OCAP Administering Board Meeting Schedule
  - G2A** 2022 CSBG State Contract and City of Oakland Resolution
  - G2B** 2022 Draft CSBG Budget
- J. 7:15 p.m. Announcements:**
- Oakland Rotary
  - United Seniors of Oakland and Alameda County
  - Alameda County Social Services/All-In/Board of Supervisors
  - City of Oakland
  - Board Members/Others
- K. 7:20 p.m. Open Forum: (General Audience Comment Period)**

Pursuant to California Government Code section 54953(e), AC-OCAP Board Members, as well as City staff, will participate via phone/ video conference, and no physical teleconference locations are required.

Times are estimates and subject to change. Contact the Office of the City Clerk, 5 days prior to the meeting so we can make reasonable arrangements to ensure accessibility. Office of the City Clerk – Agenda Management Unit Phone: (510) 238-6406 Fax: (510) 238-6699 Recorded Agenda: (510) 238-2386 Telecommunications Relay Service: 711

L. 7:30 p.m. **Adjournment**  
**Next Teleconference: January 10, 2022**  
**ACTION ITEM:**

**Future Agenda Items (\* = Presented)**

<b>Health</b>	<b>Housing</b>
Trauma Informed Care*   Trauma Informed Care II*	Alameda-County Housing Authority*
La Clinica De La Raza	Tri-Valley Housing
Alameda County Building Collaborative*	Community Housing – Path Everyone Home
<b>Financial Empowerment</b>	East Bay Housing Organization*
Cal Reinvestment	Spectrum – LIHEAP/Weatherization
Earned Income Tax Credit/UWBA*	Oakland Housing Authority*
<b>Youth</b>	City of Oakland Housing Road Map*
Los Padres Unidos*	Alameda County Housing Community Dev.*
Oakland Fund Children Youth (OFCY)*	Alameda Housing Resource Center
Oakland Youth Commission*	<b>Education</b>
REACH Ashland/Cherryland Youth Center*	Promise Neighborhoods – Cal State East Bay*
Early Care & Education Planning Council*	<b>Employment</b>
Head Start/Early Head Start	Alameda County WIB*
AC Child Care*	East Bay Sustainable Alliance
<b>Public Safety</b>	Oakland WIB*
AnnieCannons Inc.*	Minimum Wage/Life-Up Oakland/\$15 hour
Citywide Public Safety Plan	Local Union
Cease Fire/Street Outreach*	W. Oakland Job Resource Ella Baker Center
Oakland Unite*	East Bay Works*
City of Oakland, Chief of Violence Prevention*	<b>Board Development</b>
Seven Step (Re-Entry Population) *	Jim Masters – CAP History/Board Training*
<b>Social Justice</b>	Jim Masters – Structure of the American Economy
Urban Habitat*	Public Ethics Presentation*
East Oakland Collective*	Strategic Planning – RDA*
Oakland Community Organization (OCO)	<b>Food Security</b>
<b>Families</b>	Alameda County Community Food Bank*
Mayor’s Commission on Aging*	<b>Transportation</b>
Social Services – TANF, GA*	Alameda County Transportation Commission
All-In*	<b>Community Development</b>
Alameda County Hope Collaborative	CDBG/CARES*
BARHII/Rise Up*	Census 2020 Complete Count*

Pursuant to California Government Code section 54953(e), AC-OCAP Board Members, as well as City staff, will participate via phone/ video conference, and no physical teleconference locations are required.

Times are estimates and subject to change. Contact the Office of the City Clerk, 5 days prior to the meeting so we can make reasonable arrangements to ensure accessibility. Office of the City Clerk – Agenda Management Unit Phone: (510) 238-6406 Fax: (510) 238-6699 Recorded Agenda: (510) 238-2386 Telecommunications Relay Service: 711



# MINUTES

## Alameda County – Oakland Community Action Partnership (AC-OCAP)

### Administering Board Teleconference

November 8, 2021, 5:30 p.m.

Granicus Recording Link: <https://oakland.granicus.com/player/clip/4562?&redirect=true>

**Board Members Present:** Gladys Green (Chair), Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), David Walker, Samantha Columbus, Njeri McGee-Tyner, John Michael “Mike” Baratta, Mayor Libby Schaaf (Lisa Ruhland), Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (Brittany Garza), and Sean Callum

**Board Members Excused:** Mitchell Margolis and Councilmember Treva Reid (Rosa Velazquez)

**Board Members Absent:** Councilmember Nate Miley (Angelica Gums) and Supervisor Wilma Chan (Sarah Oddie)

**Board Vacancies:** CDBG Oakland District 1 and 4

**Staff:** Estelle Clemons, Sara Bedford, Dwight Williams, Don Raulston, Vanessa Floyd-Rodriguez, and Melissa Francisco

**Guests:** Michael Munson, Rashida Washington, Gidalthi Gonzalez, James Lande, Jaynell Bryant, and Assata Olugbala

#### A. Call to Order/Recite AC-OCAP Promise

Board Chair G. Green called the November 8, 2021 Administering Board Teleconference to order at 5:38 p.m. A moment of silence was observed for Alameda County Board Supervisor Wilma Chan, who passed away on November 3, 2021. The AC-OCAP Promise was recited.

#### B. Roll Call/Determination of Quorum/Approval of Agenda

Roll call was performed by staff M. Francisco. A quorum was established at 5:43 p.m.

**MOTION:** To approve the October 11, 2021 Administering Board Agenda.

**M/S/Carried:** M. Rivera / A. Ford / Motion Carried.

#### C. Approval of Draft October 11, 2021 Administering Board (Special Meeting) Minutes - Attachment C1

**MOTION:** To approve Special Board Meeting minutes approving Resolution # 1-2021 Drafts October 11, 2021 Administering Board Minutes.

**M/S/Carried:** S. Johnson / L. Ruhland / Motion Carried.

#### D. Approval of Draft October 11, 2021 Administering Board Minutes – Attachment D1

**MOTION:** To approve draft October 11, 2021 Administering Board Minutes

**M/S/Carried:** S. Johnson / L. Ruhland / Motion Carried.

#### E. Approval of AC-OCAP Resolution 1-2021 to Continue Teleconference Meetings – Attachment E1

**MOTION:** To approve AC-OCAP Resolution 1-2021.

**M/S/Carried:** S. Johnson / A. Ford / Motion Carried with a No vote from L. Ruhland and an Abstention from S. Callum.

#### F. Open Forum: (General Audience Comment)

Community Member Assata Olugbala commented on AC-OCAP’s process for determining population served, as well as the importance of evaluating the work of non-profits (AC-OCAP Grantees).

## **G. Presentation: Barbara Leslie, Oakland Metropolitan Chamber of Commerce**

On the teleconference screen, B. Leslie shared a brief video commemorating Oakland. B. Leslie spoke of the Chamber's mission and 116-year history. The presentation reviewed programming and partnerships, advocacy including the Community Impact Committee, COVID recovery, Oakland leadership, and significant findings from the 2021 Voter Poll. The Board was also provided an overview of [East Side Oakland \(ESO\) Ventures](#) and [Community Kitchens](#). B. Leslie concluded the presentation by taking questions from the Board.

## **H. Community Action Partnership (CAP) Updates (E. Clemons)**

### **1. Board Updates**

#### **A. Community Development Block Grant (CDBG) Oakland District 4 and 1 Board Vacancy**

L. Guevara of Oakland District 2 resigned from the Administering Board effective November 02, 2021.

#### **B. Board Membership Terms – Attachment H1B**

The Agenda Packet includes the application and membership terms (Attachment H1B). Members representing CDBG Oakland (M. Margolis, D. Walker, S. Columbus, and G. Green) with terms ending this year will need to reapply.

**ACTION ITEM:** Board Members with expiring terms are to notify CAP Staff of their intention to reapply for membership.

#### **C. Board Acknowledgements**

D. Walker announced his recent promotion to Diversity, Equity, and Inclusion (DEI) Strategy Advisor, Office of the Chief Executive Officer (CEO) at Callisto Media. A. Ford reported that Alameda County Social Services Agency has successfully obtained waivers from California Department of Social Services (CDSS) to have Guaranteed Basic Income (GBI) excluded as income in the CalWORKs and CalFresh budgets. G. Green announced that she received the Knight of Peter Claver Ladies of Grace Lifetime Achievement Award.

#### **D. 2021 AC-OCAP Board Retreat – Attachment H1D**

Karen Perkins' graphic report (Attachment H1D) from the Board Retreat held on Saturday, October 16, 2021 is included in the Agenda Packet. E. Clemons advised Board Members that were unable to join the retreat to review the report and/or watch the Zoom recording. During the retreat Board Members expressed an interest in increased opportunities for engagement, including recommending committees, consideration of events such as The Walk to End Poverty, and attendance at City Council or Supervisor meetings by submitting written comments

### **2. AC-OCAP Programming**

#### **A. AC-OCAP Update (2021 CSBG, 2020-2022 CARES, 2022 CSBG) – Attachment H2A**

The Mid-Year Report (Attachment H2A) is included in the Agenda Packet. E. Clemons stated a total of 21,938 low-income residents were served by AC-OCAP programming. Staff D. Williams reported on his completion of the 2021 Grantee Virtual Site Visits, noting most grantees received federal Paycheck Protection Program (PPP) Forgiveness Loans, placing them in positive cash positions.

E. Clemons is preparing the report and resolution for the 2022 CSBG Contract, which will be presented to City Council on December 21, 2021.

#### **B. Guaranteed Income Update: Oakland Resilient Families (ORF) Phase 2**

The ORF Phase 2 application period ended November 3<sup>rd</sup>, with over 3,000 applicants. E. Clemons discussed the impact of distributing \$500 to families over the course of 18 months.

**C. 2021-2022 Earned Income Tax Credit (EITC) Campaign, State Child Tax Credit (CTC) & Golden State Stimulus, Bank On Oakland (BOO) -** Under The American Rescue Plan, the CTC provides up to \$300 per month per child under age 6, and up to \$250 per month per child ages 6 to 17, starting in July through December 2021. The last day for non-filers to claim their 2021 CTC is November 15, 2021.

BOO, in coordination with Housing and Economic Rights Advocates (HERA), is conducting a Legal Aid listening session to discuss the financial difficulties that low-income Oaklander's encounter, as well as strategies to improve access to financial products.

### **3. Conferences/Travel**

#### **National Community Action Foundation (NCAF) Conference, Virtual | November 1, 8, 15 and 17, 2021**

Members of the Executive Committee are registered for the NCAF Conference. Board Members that are interested in attending may contact Staff M. Francisco.

[The Bank On National Conference](#), Virtual, November 15-16, 2021 – [Bank On Conference Agenda](#)

Self-Registration is open for The Bank On National Conference.

**4. Public Comment: (Specific Agenda Item(s): Audience Comment Period) – None.**

**MOTION:** To accept E. Clemons Community Action Partnership Updates.

**M/S/Carried:** S. Callum / T. Love / Motion Carried.

**I. Future/Proposed Agenda Items (See Chart Below)**

**December – Bank On Oakland Report**

**J. Attachments**

**C1** Draft October 11, 2021 Administering Board (Special Meeting) Minutes

**D1** Draft October 11, 2021 Administering Board Minutes

**E1** AC-OCAP Resolution 1-2021 approved 10-11-2021

**H1B** AC-OCAP Board Membership Terms and Application

**H1D** October 16, 2021 Board Retreat Graphic Report

**H2A** 2021 AC-OCAP Mid-Year Outcomes Report

**K. Announcements**

**Oakland Rotary** – None.

**United Seniors of Oakland and Alameda County (USOAC)** – S. Johnson provided a brief report on USOAC's 35<sup>th</sup> Anniversary celebration.

**Alameda County Social Services/All IN/ Board of Supervisors (BOS)–ALL IN's** – A. Ford, will provided an update at the next meeting on the Wealth Building Initiative that is rescheduled for February 2022.

**City of Oakland** – None.

**Board Members/Others** – S. Johnson, CEO and President of Golden Age Senior Center announced their Welcome Back Celebration and Memorial scheduled for November 10, 2021, at 12pm.

**L. Open Forum:** None.

**M. Adjournment – Next Teleconference:** **December 13, 2021**

**MOTION:** To adjourn the November 8, 2021, AC-OCAP Administering Board Teleconference at 6:59 p.m.

**M/S/Carried:** S. Johnson / A. Ford / Motion Carried.

**Future Agenda Items**

(\*= Presented)

<b>Health</b>	<b>Housing</b>
Trauma Informed Care   Trauma Informed Care II*	Alameda-County Housing Authority*
La Clinica De La Raza	Tri-Valley Housing
Alameda County Building Collaborative*	Community Housing – Path Everyone Home
<b>Financial Empowerment</b>	East Bay Housing Organization*
Cal Reinvestment	Spectrum – LIHEAP/Weatherization
Earned Income Tax Credit/UWBA*	Oakland Housing Authority*
<b>Youth</b>	City of Oakland Housing Road Map*
Los Padres Unidos*	Alameda County Housing Community Dev.*
Oakland Fund Children Youth (OFCY)*	Alameda Housing Resource Center
Oakland Youth Commission*	<b>Education</b>
REACH Ashland/Cherryland Youth Center*	Promise Neighborhoods – Cal State East Bay*
Early Care & Education Planning Council*	<b>Employment</b>
Head Start/Early Head Start	Alameda County WIB*
AC Child Care*	East Bay Sustainable Alliance
<b>Public Safety</b>	Oakland WIB*
AnnieCannons Inc.*	Minimum Wage/Life-Up Oakland/\$15 hour
Citywide Public Safety Plan	Local Union
Cease Fire/Street Outreach*	W. Oakland Job Resource /Ella Baker Center
Oakland Unite*	East Bay Works*
City of Oakland, Chief of Violence Prevention*	<b>Board Development</b>
Seven Step (Re-Entry Population) *	Jim Masters – CAP History/Board Training*
<b>Social Justice</b>	Jim Masters – Structure of the American Economy
Urban Habitat*	Public Ethics Presentation*
East Oakland Collective*	Strategic Planning – RDA*
Oakland Community Organization (OCO)	<b>Food Security</b>
<b>Families</b>	Alameda County Community Food Bank*
Mayor’s Commission on Aging*	<b>Transportation</b>
Social Services – TANF, GA*	Alameda County Transportation Commission
All-In*	<b>Community Development</b>
Alameda County Hope Collaborative	CDBG/CARES*
BARHII/Rise Up*	Census 2020 Complete Count*

**Pursuant to California Government Code section 54953(e), AC-OCAP Board Members, as well as City staff, will participate via phone/ video conference, and no physical teleconference locations are required.**

# ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP

RESOLUTION NO. 3-2021

---

**ADOPT A RESOLUTION DETERMINING THAT CONDUCTING IN-PERSON MEETINGS OF THE ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP (AC-OCAP) ADMINISTERING BOARD AND ITS COMMITTEES WOULD PRESENT IMMINENT RISKS TO ATTENDEES' HEALTH, AND ELECTING TO CONTINUE CONDUCTING MEETINGS USING TELECONFERENCING IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 54953(e), A PROVISION OF AB-361.**

**WHEREAS**, on March 4, 2020, Governor Gavin Newsom declared a state of emergency related to COVID-19, pursuant to Government Code Section 8625, and such declaration has not been lifted or rescinded. See <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.4.20-Coronavirus-SOE-Proclamation.pdf>

**WHEREAS**, on March 9, 2020, the City Administrator in their capacity as the Director of the Emergency Operations Center (EOC), issued a proclamation of local emergency due to the spread of COVID-19 in Oakland, and on March 12, 2020, the City Council passed Resolution No. 88075 C.M.S. ratifying the proclamation of local emergency pursuant to Oakland Municipal Code (O.M.C.) section 8.50.050(C); and

**WHEREAS**, City Council Resolution No. 88075 remains in full force and effect to date; and

**WHEREAS**, the Centers for Disease Control (CDC) recommends physical distancing of at least six (6) feet whenever possible, avoiding crowds, and avoiding spaces that do not offer fresh air from the outdoors, particularly for people who are not fully vaccinated or who are at higher risk of getting very sick from COVID-19. See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>;

**WHEREAS**, the CDC recommends that people who live with unvaccinated people avoid activities that make physical distancing hard. See <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19/caring-for-children/families.html>;

**WHEREAS**, the CDC recommends that older adults limit in-person interactions as much as possible, particularly when indoors. See <https://www.cdc.gov/aging/covid19/covid19-older-adults.html>;

**WHEREAS**, the CDC, the California Department of Public Health, and the Alameda County Public Health Department all recommend that people experiencing COVID-19 symptoms stay home. See <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>;

**WHEREAS**, persons without symptoms may be able to spread the COVID-19 virus. *See* <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>;

**WHEREAS**, fully vaccinated persons who become infected with the COVID-19 Delta variant can spread the virus to others. *See* <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>;

**WHEREAS**, the City's public-meeting facilities are indoor facilities that do not designed to ensure circulation of fresh / outdoor air, particularly during periods of cold and/or rainy weather, and were not designed to ensure that attendees can remain six (6) feet apart; now therefore be it:

**WHEREAS**, holding in-person meetings would encourage community members to come to City facilities to participate in local government, and some of them would be at high risk of getting very sick from COVID-19 and/or would live with someone who is at high risk; and

**WHEREAS**, in-person meetings would tempt community members who are experiencing COVID-19 symptoms to leave their homes in order to come to City facilities and participate in local government; and

**WHEREAS**, attendees would use ride-share services and/or public transit to travel to in-person meetings, thereby putting them in close and prolonged contact with additional people outside of their households; and

**WHEREAS**, on November 8, 2021 the AC-OCAP Administering Board adopted Resolution No. 2-2021 determining that conducting in-person meetings would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing in accordance with California Government Code Section 54953(e), a provision of AB-361; now therefore be it:

**RESOLVED:** that the AC-OCAP Administering Board finds and determines that the foregoing recitals are true and correct and hereby adopts and incorporates them into this Resolution; and be it

**FURTHER RESOLVED:** that, based on these determinations and consistent with federal, state and local health guidance, the AC-OCAP Administering Board determines that conducting in-person meetings would pose imminent risks to the health of attendees; and be it

**FURTHER RESOLVED:** that the AC-OCAP Administering Board firmly believes that the community's health and safety seriously and the community's right to participate in local government, are both critically important, and is committed to balancing the two by continuing to use teleconferencing to conduct public meetings, in accordance with California Government Code Section 54953(e), a provision of AB-361; and be it

**FURTHER RESOLVED:** that the AC-OCAP Administering Board will renew these (or similar) findings at least every thirty (30) days in accordance with California Government Code section 54953(e) until the state of emergency related to COVID-19 has been lifted, or the AC-OCAP Administering Board finds that in-person meetings no longer pose imminent risks to the health of attendees, whichever is occurs first.

**ALAMEDA COUNTY – OAKLAND COMMUNITY ACTION PARTNERSHIP  
ANTI-POVERTY BOARD MEMBERSHIP TERMS**

OFFICER	NAME/TERM START	START	TERM END	SECTOR	NOTIFICATION STATUS
	VACANT	01/01/19	12/31/21	Low Income (Oakland District 1)	Special Vacancy - C. Mixon resigned 11/11/19 Special Vacancy - L. Guevara appointed 5/10/21 resigned 11/11/21
	Mitchell Margolis ('20)	01/01/19	12/31/21	Low Income (Oakland District 2)	M. Margolis appointed 2/10/20 D. Taylor resigned 7/8/19
	David Walker ('20)	01/01/19	12/31/21	Low Income (Oakland District 3)	Special Vacancy - D. Walker appointed 01/13/20 T. Jackson resigned 12/10/19
	VACANT	01/01/21	12/31/23	Low Income (Oakland District 4)	Special Vacancy A. Rossetti appointed 5/11/20 – resigned 8/31/21   J. Butchart resigned 7/16/15,
VICE-CHAIR 01/21-01/23	Rivera, Monique ('10)	01/01/20	12/31/22	Low Income (Oakland District 5)	Re-Appointed 12/19, Board Officer Re-elected 12/14/20
	Samantha Columbus ('18)	01/01/19	12/31/21	Low Income (Oakland District 6)	Special Vacancy - P. Thi resigned 03/12/18 (Term start 2019)
CHAIR 01/21 -01/23	Gladys Green ('94)	01/01/19	12/31/21	Low Income (Oakland District 7)	Re-Appointed 12/18, Board Officer Re-elected 12/14/20
	(Lisa Ruhland '15) <b>Oakland Mayor Libby Schaaf</b>	01/01/19	12/31/22 Mayoral term ends 12/31/22	Elected City of Oakland Mayor	Appointed 02/24/15, Re-elected 1/1/19
	(Tonya Love '21) <b>Carroll Fife (21) District 3, Councilmember</b>	01/01/21	01/01/25 (Council Term Ends 01/05/25)	Elected Councilmember	(Brigitte Cook) McElhaney, Lynette ('13 – 1/01/21)
	(Brittany Garza '21) <b>Noel Gallo (15) District 5, Councilmember</b>	01/01/21	01/01/25 (Council Term Ends 01/05/25)	Elected Councilmember	Chacana resigned 1/14/19, Velazquez resigned 06/08/20 E. Ordaz-Salto Appointed 1/11/21, resigned 8/21/21
	(Rosa Velazquez '21) <b>Treva Reid (21) District 7, Councilmember</b>	01/01/21	01/01/25 (Council Term Ends 01/05/25)	Elected Councilmember	R. Velazquez Appointed 02/08/21 Robert Cox's term ended 12/31/20.
	(Sarah Oddie '20) <b>Wilma Chan (15) District 3, County Supervisor</b>	01/01/19	01/01/23 (Term Ends 01/01/23)	Elected County Supervisor	Appointed 09/23/14, Re-elected 1/1/19 Ting resigned 7/10/20, Oddie appointed 7/13/20
	(Angelica Gums) <b>Nate Miley ('12) District 4, County Supervisor</b>	01/01/21	01/01/25 (Term Ends 01/01/25)	Elected County Supervisor	Appointed 12/20/11
	Njeri McGee-Tyner ('18)	01/01/20	12/31/22	Low Income (Alameda County 4)	Special Vacancy - H. Mosier resigned 06/08/18
	John Michael Baratta ('21)	01/01/21	12/31/23	Low Income (Alameda County)	Special Vacancy M. Baratta Appointed 02/08/21 J. Heredia appointed 01/01/16, resigned 06/18/18
TREASURER 01/21-01/23	Andrea Ford ('05)	01/01/19	12/31/21	Private	Re-Appointed 12/18, Board Officer Re-elected 12/14/20
SECRETARY 01/21 -01/23	Sandra Johnson ('02)	01/01/20	12/31/22	Private (United Seniors)	Appointed 12/12/16, 12/9/19 Board Officer Re-elected 12/14/20
	Sean Callum ('17)	01/01/20	12/31/22	Private (Oakland Rotary)	Appointed 12/12/16, 12/9/19

Eighteen (18) Board Members serve a 3-year staggered term. Notification for the term end date shall occur 60 days prior. Board members are not appointed. Board Officers serve a 2-year term. Board Officer Elections are held bi-annually in December. 2020 Election: Gladys Green, Chair; Monique Rivera, Vice Chair; Sandra Johnson, Secretary; and Andrea Ford, Treasurer. Community Members are not appointed. Federal Mandate (Public Law 105-285, Oct. 27, 1998 SEC. 676B) "1/3 of the members are (low-income) persons chosen in accordance with a democratic selection procedure, 1/3 are elected public officials, and 1/3 are other major groups".



# APPLICATION FOR ADMINISTERING BOARD MEMBERSHIP Oakland Low-Income Community

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**GEOGRAPHIC AREA TO BE SERVED:** Identify the Oakland CDBG low-income geographic area you would represent. (Please Check One)

DISTRICT 1 \_\_\_\_\_

DISTRICT 4 \_\_\_\_\_

DISTRICT 7 \_\_\_\_\_

DISTRICT 2 \_\_\_\_\_

DISTRICT 5 \_\_\_\_\_

DISTRICT 3 \_\_\_\_\_

DISTRICT 6 \_\_\_\_\_

**Provide a brief explanation of your interest in serving on the AC-OCAP Administering Board:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I have read the AC-OCAP Administering Board Membership guidelines and I certify that I am willing and able to adhere to the requirements specified therein by AC-OCAP and with the applicable federal and state regulations.

Signature of Applicant:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit the completed application and original signed petition to:**

**Alameda County – Oakland Community Action Partnership (AC-OCAP) • ATTN: Board Recruitment •  
150 Frank H Ogawa Plaza, 4<sup>th</sup> Floor, Ste. 4340 • Oakland, CA 94612 • (510) 238-2362 •  
Fax (510) 238-2367 • E-mail: [AC-OCAP@oaklandca.gov](mailto:AC-OCAP@oaklandca.gov)**

## Oakland Low-Income Community Representation Petition

I, the undersigned, do hereby state that I am a resident of the City of Oakland and that my present place of residence is truly stated opposite my signature, and that I do hereby sign this Petition, as set forth below, to enable the contents of this Petition and Application be submitted to the Alameda County – Oakland Community Action Partnership Administering Board for membership consideration.

Signature (required): _____	Date: _____	Oakland CDBG District: _____
Printed name: _____	Address: _____ Zip Code _____	

### PETITION TO ELECT AN OAKLAND LOW-INCOME COMMUNITY REPRESENTATIVE TO THE AC-OCAP ADMINISTERING BOARD FOR A THREE-YEAR TERM

	Print Full Name <b>**must be 18 or older**</b>	Signature <b>**Required**</b>	Complete Address <b>**must live within CDBG district**</b>	District Resident Y/N	Date
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					
<b>8</b>					
<b>9</b>					
<b>10</b>					



# COMMUNITY ACTION PARTNERSHIP



## Alameda County - Oakland Administering Board 2022 Meeting Schedule

Month	Date	Location
January	Monday, January 10	Oakland City Hall Hearing Room 3
February	Monday, February 14	Oakland City Hall Hearing Room 3
March	Monday, March 14	Oakland City Hall Hearing Room 3
April	Monday, April 11	Oakland City Hall Hearing Room 3
May	Monday, May 09	Oakland City Hall Hearing Room 3
June	Monday, June 13	Oakland City Hall Hearing Room 3
July	Monday, July 11	Oakland City Hall Hearing Room 3
<b>August Recess - No Meeting</b>		
September	Monday, September 12	Oakland City Hall Hearing Room 3
October	Monday, October 10	Oakland City Hall Hearing Room 3
November	Monday, November 14	Oakland City Hall Hearing Room 3
December	Monday, December 12	Oakland City Hall Hearing Room 3

All meetings begin at 5:30 p.m.  
(Schedule changes will be communicated as needed.)

**Meetings at Oakland City Hall are suspended until further notice.**

Pursuant to California Government Code section 54953(e), AC-OCAP Board Members, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.



CITY OF OAKLAND

# AGENDA REPORT

**TO:** Edward D. Reiskin  
City Administrator

**FROM:** Sara Bedford  
Director, Human Services

**SUBJECT:** AC-OCAP 2022 CSBG State Contract  
Resolution

**DATE:** November 22, 2021

---

City Administrator Approval

Date:

---

## RECOMMENDATION

Staff Recommends That City Council Adopt The Following Legislation:

**A Resolution:**

1. **Accepting Anti-Poverty Community Services Block Grant (CSBG) In The Amount Of One Million Three Hundred Ninety-One Thousand Five Hundred Sixty-Nine Dollars (\$1,391,569) Awarded By The California Department Of Community Services And Development For The 2022 Program Year;**
2. **Amending Resolution No. 88717 C.M.S., Which Adopted The Fiscal Year 2022-23 Policy Budget, To Decrease The Appropriation By Four Thousand Five Hundred Eighty-Nine Dollars (\$4,589) In CSBG Grant Funds As Awarded By The California Department Of Community Services And Development For The 2022 Program Year;**
3. **Authorizing The City Administrator, Or His Designee, To Accept And Appropriate Any Additional CSBG Funds Awarded By The California Department Of Community Services And Development For The 2022 Program Year, Without Returning To Council; and**
4. **Authorizing The City Administrator, Or His Designee, To Amend Existing Agreements To Increase The Amount And Extend The Term As Permitted By The California Department Of Community Services And Development, Without Returning To Council.**

## EXECUTIVE SUMMARY

This report provides the City Council with a recommendation to adopt a resolution to accept and program federal anti-poverty Community Services Block Grant (CSBG) funds in the amount of one million three hundred ninety-one thousand five hundred sixty-nine dollars (\$1,391,569) awarded from the California Department Of Community Services And Development (CSD) for the 2022 program year.

The services provided through AC-OCAP's Community Economic Opportunity (C.E.O) network supports the mission of creating pathways that lead to economic empowerment for the 161,581 (9.9 percent) Alameda County residents living below the Federal poverty level as documented by the 2015-2019 U.S. Census American Community Survey (ACS). These funds will be used to help support the goals and strategies outlined in the AC-OCAP's 2020–2025 Strategic Plan (**Attachment A**) and the recently state approved 2022-2023 Community Action Plan; both geared at supporting the needs of Oakland and Alameda County residents with low-incomes by helping to increase their self-sufficiency and improve their overall economic well-being.

## **BACKGROUND / LEGISLATIVE HISTORY**

Calendar Year 2021 marks the 50<sup>th</sup> Anniversary of the City of Oakland's Community Action Agency. In 1971, the Federal government designated the City of Oakland as a public Community Action Agency responsible for administering various anti-poverty programs and services as part of President Lyndon B. Johnson's 1964 "War on Poverty". In 1981, the Federal Omnibus Budget Reconciliation Act restructured the allocation of funds to Community Action Agencies by establishing the Community Services Block Grant program. These Federal CSBG funds are administered through the U.S. Department of Health and Human Services and managed by the State of California's Department of Community Services & Development (CSD). The CSBG formula for local funding allocations is based on the number of residents living below the Federal poverty level as captured by the United States (U.S.) Decennial Census.

In 2011, the State Department of Community Services and Development expanded Oakland's geographical territory to include all of the cities within Alameda County, except the City of Berkeley, approved through City Council Resolution No. 83589 C.M.S. As a result, the AC-OCAP was established. Unlike other funding governance structures, federal regulations mandate that a public entity shall administer the Community Services Block Grant program through a *tripartite board* that fully participates – ensuring maximum feasible participation of the poor in the development, planning, implementation, and evaluation of the program(s) to serve low-income communities (Public Law 105-285, SEC. 676B; 42 U.S.C. § 9901). Federal reauthorization of the Community Services Block Grant Act legislation was last authorized in 1998 and continues to be funded through the continuing resolution process. New legislation to amend and reauthorize the program has been introduced in the 117<sup>th</sup> Congress through H.R. 5129 – Community Action Modernization Act of 2021 and is currently pending.

Alameda County's CSBG funding is administered by the City of Oakland's Human Services Department (HSD) through the Community Action Partnership Governing Board (City Council) and the federally mandated 18 member Tripartite Administering Board which includes nine (9) community members who represent the low-income communities and are democratically selected, six (6) elected officials or their designees, and three (3) members who represent other groups and interests that serve the low-income community. AC-OCAP's Community Economic Opportunity (C.E.O) network is part of 1,000 Community Action Agencies located throughout the 50 states representing an estimated 42.5 million (13.4 percent) people living in poverty according to the 2015-2019 U.S. Census Bureau 5-year estimates.

## ANALYSIS AND POLICY ALTERNATIVES

Adoption of the proposed resolution will continue to allow the City of Oakland's Community Action Agency to provide responsive and essential programs and services to residents whose income falls below the federal poverty threshold. The U.S. Census Bureau uses an income threshold that varies by family size and composition to determine who is living in poverty. Based on the 2021 federal poverty guidelines, the income threshold for an individual living in poverty is \$12,880 annually (around \$6.19 per hour). In comparison, the federal minimum wage is \$7.25 per hour, California's minimum wage is \$14.00 per hour, and Oakland's minimum wage is \$14.36 per hour.

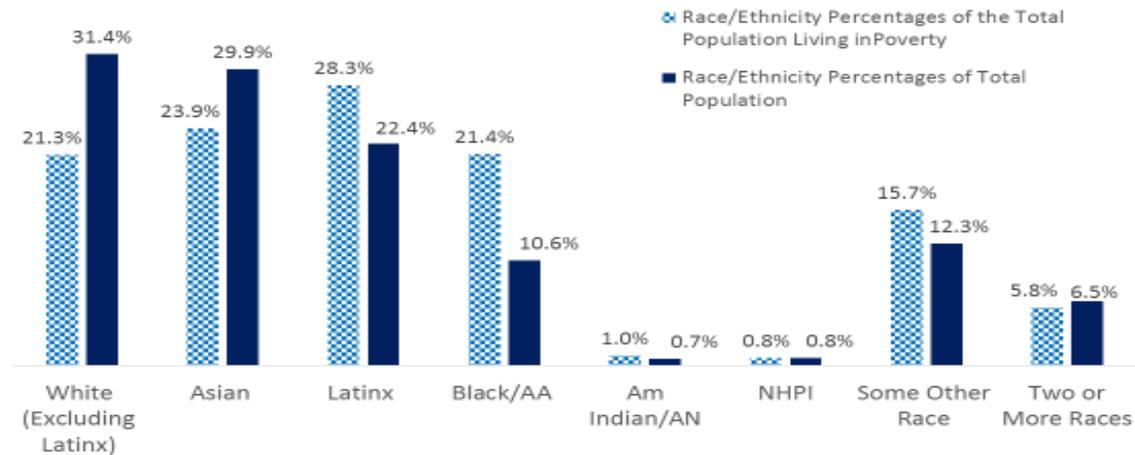
In Alameda County, the overall poverty level is at 9.9 percent (161,581 residents) according to the 2015-2019 American Community Survey (ACS) 5-year estimate, down from 11.3 percent (181,194 residents) in the 2013-2017 ACS 5-year estimate. The City of Oakland's poverty level for the same duration is 16.7 percent (70,358 residents) down from 18.7 percent (77,347). **Table 1** is a highlight of AC-OCAP's service population and a comparison of Alameda County's 2015-2019 ACS 5-year estimate, and the 2010 and 2000 low-income population census data.

Alameda County & Oakland's Low-Income Community Profile							
	2000 Below Poverty	% of Total Pop.	2010 Below Poverty	% of Total Pop.	2015-19 Below Poverty	% of Total Pop.	Change from 2010
Alameda County	156,804	11.0%	172,348	11.7%	<b>161,581</b>	9.91%	(10,767)
Oakland	76,489	19.4%	74,335	19.3%	<b>70,358</b>	16.7%	(3,977)
Alameda County without Oakland & Berkeley	60,820	6.4%	79,543	8.1%	70,786	6.4%	(8,757)
<b>AC-OCAP Areas</b>	<b>137,309</b>	<b>9.6%</b>	<b>153,878</b>	<b>10.4%</b>	<b>141,144</b>	<b>9.3%</b>	<b>(12,734)</b>
Berkeley	19,495	20.0%	18,470	18.4%	20,437	19.2%	1,967

Source: US Census 2000, 2010, and 2015-2019 ACS 5-Year Estimates-- S1701

When race is factored into the equation, the chart below (**Table 2**) shows that the percentage of people living in poverty for African Americans, American Indian/American Native, Native Hawaiian, and Other Races in relation to the population percentage. **It is worth noting, that while African Americans account for only 10.6 percent of the County's population, 21.4 percent (34,518) live in poverty.** This is more than double the County's poverty 9.9 percentage and more than triple the percentage of Whites at 6.7 percent (who are 31.4% of the County's population) or Asians at 7.9 percent (who are 29.9 percent of the County's population).

## Alameda County Population Living in Poverty by Race & Ethnicity



Source: US Census Bureau, 2015-2019 American Community Survey 5-Year Estimates - S1701

The AC-OCAP will receive a renewal grant in the amount of \$1,391,569 in federal Community Services Block Grant (CSBG) funds to provide services to the 141,144 residents with low-incomes who reside within the agency's service area; this translate into an allocation of \$9.86 per resident. To increase the impact, the AC-OCAP uses an equity lens to ensure the needs, particularly those of the low-income Black, Latinx, Indigenous, People of Color (BLIPOC), are being directly addressed and served. The annual CSBG allocation provides critical support to AC-OCAP's 2020-2022 Community Economic Opportunity (C.E.O.) network of funded grantees and partners. To further the impact of the AC-OCAP, the Administering Board is currently implementing its 2020–2025 Strategic Plan which is included in its State approved 2022-2023 CAP highlighting the following five agency focus areas:

1. **Entrepreneurship/Job Training & Employment Placement** to help people with low-income and the hard to serve population build skills that lead to employment;
2. **Low-Income Housing** increase opportunities that help people with low-income access safe temporary shelter and/or stable affordable housing /homeownership;
3. **Community Development** to increases access, opportunities, and resources within Alameda County's low-income communities;
4. **Civic Engagement & Advocacy** to increase public awareness and empower people with low-income and the community to take action;
5. **Capacity Building** that fosters and expands the agency's capacity to address and eradicate poverty.

**FISCAL IMPACT**

1. Funding for the programs and services will be derived from the Federal Community Services Block Grant administered through a contract from the State of California Department of Community Services and Development (CSD) in the amount of \$1,391,569 for AC-OCAP funding for anti-poverty programming throughout Alameda County (excluding the City of Berkeley) for program year 2022. This grant supports AC-OCAP's service providers that deliver anti-poverty programs and services to Oakland and the surrounding Alameda County low-income community.
2. The Human Services Department's 2022 CSBG allocation in the amount of \$1,396,158 is included in the City's FY 2021 - 2022 Adopted Policy Budget and is appropriated in the Department of Health and Human Services Fund (2128), CSBG - Programs (78362), CAP/CSBG 2022 Project (1005640/1005641). Approval of the resolution will authorize acceptance of this grant in the amount of \$1,391,569, a decrease of \$4,589 as adopted in the City FY 2021-2022 budget. Additionally, the General-Purpose Fund provides an operating subsidy to CSBG in the amount of \$143,753 for the 2022 CSBG period as the State CSBG contract administrative costs are capped at 12 percent. Failure to accept the Federal CSBG renewal funds would result in a decrease of \$1,391,569 in revenues for vital support and services to Oakland's and the surrounding Alameda County's (excluding Berkeley) low-income families.
3. If additional grant funds become available from the grantor (CSD), within the existing grant term for the same purpose, staff is seeking authorization to accept and appropriate funds without returning to Council within the duration of the 2022 contracted program year.
4. City Council has made it clear that they prefer all new funds and additional spending to return to Council for approval. However, CSD, the state agency administering CSBG often finds it has funds at the end of the year that must be expended quickly or will be returned to the federal government. Agencies that can accept additional funds and use for existing programmatic work in a quick timeframe will be allotted additional revenues. The City's agenda timeline for reports would preclude AC-OCAP's ability to participate in this process if a return to Council was required. To ensure Oakland residents can benefit from this option when it is available and can receive the maximum resources available, HSD is requesting to accept funds and implement contract augmentations without returning to Council should such funds be offered. All year end reporting on AC-OCAP will include reporting on the amount and use of the additional funds, if they were available.

**PUBLIC OUTREACH / INTEREST**

AC-OCAP holds its monthly Administering Board meeting, which is open to the public, the **second Monday of every month** at 5:30 pm via Zoom teleconferencing due to the Covid-19 Pandemic and as permitted in accordance with California Government Code Section 54953, a provision of AB-361 and as approved by City Council Resolution No. C.M.S. 88075. Residents can also get more information on meeting agendas, and current programs and services by visiting the agency's website at [www.AC-OCAP.com](http://www.AC-OCAP.com).

## COORDINATION

The Office of the City Attorney, Budget Bureau, and the Contracts and Compliance Division of the City Administrator's Office have been consulted in the development of this report and resolution.

## PAST PERFORMANCE, EVALUATION AND FOLLOW-UP

Since 1971, the City of Oakland's Community Action Agency has been leveraging its Community Services Block Grant (CSBG) funds to help address poverty at the local level. Through CSBG funding, AC-OCAP has been able to identify gaps in services and support innovative programming geared toward improving the overall quality of life for low-income residents by providing access to job training, entrepreneurship, education, employment, affordable housing, life skills-training, legal services, health care, food stamps, Earned Income Tax Credit, financial education, asset building, and other essential services.

The State of California of Community Services and Development, as part of the condition of the grant, monitors and evaluates AC-OCAP's performance on an annual basis and the agency continues to receive a clean CSBG fiscal/program monitoring report and audit and is regarded as an exemplary public Community Action Agency. As of June 30, 2021, **21,938** (12,918 Oakland; 8,585 Alameda County) **total residents with low-income have been served** by AC-OCAP's Community Economic Opportunity (C.E.O) Network during the COVID-19 Pandemic. An update of AC-OCAP's 2021 programs and services, client demographics, and client stories, is provided (**Attachment B**).

A summary of the agency's mid-year community impact is as follows:

- Successful relaunch of **Bank On Oakland (BOO) 2.0** to help Oaklanders get banked
- **10,468** (4,560 Oakland) have received free tax preparation assistance returning **\$19,627,500 Million** back into the families of low-wage earners - **\$3,745,631** captured through EITC and **\$4,397,920** Million captured through Child Tax Credit
- **100** have obtained gainful employment
- **125** have received employment training
- **10** have earned their high school diploma
- **334** have been placed into transitional housing or an emergency shelter; and
- **49** have obtained or maintained permanent housing

For fifty (50) years, the City of Oakland's Community Action Agency has had a track record in making a difference in the lives of thousands by staying true to its motto of "*helping people, changing lives.*"

## SUSTAINABLE OPPORTUNITIES

**Economic:** AC-OCAP programs and services directly impact the employability of Oakland's and the surrounding Alameda County's with low-income residents by providing access to education, employment training, job opportunities, and financial empowerment all designed to help families achieve an increased level of self-sufficiency and economic well-being.

**Environmental:** The implementation and support for increasing access to weatherization, public transportation, and the availability of healthy, fresh local foods directly contributes to decreasing Oakland's and the surrounding Alameda County's overall carbon footprint.

**Race & Equity:** The AC-OCAP programming directly supports Oakland's Equity Indicators Report Topic 3: Financial Health by improving access to **Healthy Financial Institution** through its Bank On Oakland Initiative and addressing **Poverty**. AC-OCAP's Community Economic Opportunity (C.E.O) network prioritize services to targeted populations based on needs assessed and outlined in the agencies 2022-2023 State Approved Community Action Plan which focus on serving Black, Latinx, Indigenous, People of Color (BLIPOC) populations within Oakland and throughout Alameda County who are disproportionately documented as living below the federal poverty threshold.

DRAFT

**ACTION REQUESTED OF THE CITY COUNCIL**

Staff Recommends That The City Council Adopt A Resolution:

1. Accepting Anti-Poverty Community Services Block Grant (CSBG) In The Amount Of One Million Three Hundred Ninety-One Thousand Five Hundred Sixty-Nine Dollars (\$1,391,569) Awarded By The California Department Of Community Services And Development For The 2022 Program Year;
2. Amending Resolution No. 88717 C.M.S., Which Adopted The Fiscal Year 2022-23 Policy Budget, To Decrease The Appropriation By Four Thousand Five Hundred Eighty-Nine Dollars (\$4,589) In CSBG Grant Funds As Awarded By The California Department Of Community Services And Development For The 2022 Program Year;
3. Authorizing The City Administrator, Or His Designee, To Accept And Appropriate Any Additional CSBG Funds Awarded By The California Department Of Community Services And Development For The 2022 Program Year, Without Returning To Council; and
4. Authorizing The City Administrator, Or His Designee, To Amend Existing Agreements To Increase The Amount And Extend The Term As Permitted By The California Department Of Community Services And Development, Without Returning To Council.

For questions regarding this report, please contact Estelle Clemons, AC-OCAP Program Director at 510-238-3597.

Respectfully submitted,

---

SARA BEDFORD  
Director, Human Services Department

Prepared by:  
Estelle Clemons, Program Director  
AC-OCAP Division

Attachments (2):

- A: 2022-2023 AC-OCAP Community Action Plan
- B: 2021 Mid-Year Outcome Chart as of June 30, 2021

**OAKLAND CITY COUNCIL****RESOLUTION NO. \_\_\_\_\_ C.M.S.****RESOLUTION:**

- 1. ACCEPTING ANTI-POVERTY COMMUNITY SERVICES BLOCK GRANT (CSBG) IN THE AMOUNT OF ONE MILLION THREE HUNDRED NINETY-ONE THOUSAND FIVE HUNDRED SIXTY-NINE DOLLARS (\$1,391,569) AWARDED BY THE CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT FOR THE 2022 PROGRAM YEAR;**
- 2. AMENDING RESOLUTION NO. 88717 C.M.S., WHICH ADOPTED THE FISCAL YEAR 2022-23 POLICY BUDGET, TO DECREASE THE APPROPRIATION BY FOUR THOUSAND FIVE HUNDRED EIGHTY-NINE DOLLARS (\$4,589) IN CSBG GRANT FUNDS AS AWARDED BY THE CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT FOR THE 2022 PROGRAM YEAR;**
- 3. AUTHORIZING THE CITY ADMINISTRATOR TO ACCEPT AND APPROPRIATE ANY ADDITIONAL CSBG FUNDS AWARDED BY THE CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT FOR THE 2022 PROGRAM YEAR, WITHOUT RETURNING TO COUNCIL; AND**
- 4. AUTHORIZING THE CITY ADMINISTRATOR TO AMEND EXISTING AGREEMENTS TO INCREASE THE AMOUNT AND EXTEND THE TERM AS PERMITTED BY THE CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT, WITHOUT RETURNING TO COUNCIL.**

**WHEREAS**, Calendar year 2021 marks the 50<sup>th</sup> Anniversary of the City of Oakland's Community Action Agency who has been fighting poverty by *Helping People... Changing Lives*; and

**WHEREAS**, the City of Oakland has received Anti-Poverty Federal Community Services Block Grant (CSBG) funding since 1971; and

**WHEREAS**, the State of California Department of Community Services and Development (CSD) has awarded a CSBG grant in the amount of One Million Three Hundred Ninety-One Thousand Five Hundred Sixty-Nine Dollars (\$1,391,569) to the Alameda County-Oakland Community Action Partnership (AC-OCAP) for anti-poverty programming for the CSBG 2022 program year; and

**WHEREAS**, the City of Oakland, on behalf of AC-OCAP, wishes to accept the CSBG grant in the amount of One Million Three Hundred Ninety-One Thousand Five Hundred Sixty-Nine Dollars (\$1,391,569) for the 2022 program year; and

**WHEREAS**, the City's Fiscal Year (FY) 2022-2023 Adopted Policy Budget for Fiscal Year (FY) 2021-22 appropriates an anticipated award of CSBG grant funds in the amount of One Million Three Hundred Ninety-Six Thousand One Hundred Fifty-Eight Dollars (1,396,158) to the Department of Health and Human Services Fund (2128), CSBG - Programs (78361/78362/78363) CAP/CSBG 2022 Program Project (1005640/1005641); and

**WHEREAS**, it is necessary to amend the adopted budget to decrease the appropriation by Four Thousand Five Hundred Eighty-Nine Dollars (\$4,589) in CSBG grant funds based on the actual contract amount awarded by CSD; and

**WHEREAS**, it is common for the CSD to award additional CSBG grants funds and extends the deadline for expenditures of said funds during the program year; and

**WHEREAS**, the CSBG grants funds can be spent more efficiently if the City Administrator is authorized to make mid-year amendments to existing agreements to increase the amount and extend the term as authorized by any additional CSBG grant awards by the CSD; and

**WHEREAS**, these grant funds will be used to provide program administrative support and direct services to Oakland's and Alameda County's (excluding Berkeley) low-income citizens to help them become self-sufficient as outlined in the State-approved 2022-2023 AC-OCAP Plan; and

**WHEREAS**, services provided will be in accordance with Federal and State subcontractor provisions, regulations, and guidelines for eligible activities under the CSBG program; and

**WHEREAS**, the General-Purpose Fund provides an operating subsidy to CSBG in the amount of \$143,753 for the 2022 CSBG period as the State CSBG contract administrative costs are capped at 12 percent.; now, therefore, be it

**RESOLVED:** That the City Council hereby accepts the CSBG grant in the amount of One Million Three Hundred Ninety-One Thousand Five Hundred Sixty-Nine Dollars (\$1,391,569) awarded by the California Department of Community Services and Development for the 2022 program year; and be it

**FURTHER RESOLVED:** That Resolution No. 88717 C.M.S., which adopted the City's FY 2022-2023 Policy Budget, is amended to reflect the decrease of Four Thousand Five Hundred Eighty-Nine Dollars (\$4,589) less awarded by CSD to the Department of Health and Human Services Fund (2128), CSBG - Programs (78361/78362/78363), CAP/CSBG 2022 Program Project (1005640/1005641) for a total appropriation in the amount of \$1,391,569 (\$1,396,158 - \$4,589) and be it

**FURTHER RESOLVED:** That the City Administrator, or his designee, is authorized to accept and appropriate any additional CSBG funds awarded by the California Department of Community Services and Development for the 2022 program year, without returning to Council;

**FURTHER RESOLVED:** That the City Administrator, or his designee, is authorized to amend existing agreements to extend the term and increase the amount in accordance with any additional award of CSBG funds by the California Department of Community Services and Development, without returning to Council; and be it

**FURTHER RESOLVED:** That the City Administrator, or his designee, is hereby authorized to conduct all negotiations, execute and submit all CSD contracts, agreements, memoranda of understanding, amendments, and other documents, including all exhibits and assurances contained therein, and any amendments thereto, and to sign subsequent required fiscal and programmatic reports, and to perform any and all responsibilities in relationship to AC-OCAP programs which may be necessary to accept and appropriate the CSBG funds; and be it

**FURTHER RESOLVED:** That prior to execution, all agreements, including amended agreements, shall be reviewed and approved as to form and legality by the City Attorney, and executed copies shall be filed with the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - FIFE, GALLO, KALB, KAPLAN, REID, TAYLOR, THAO AND  
PRESIDENT FORTUNATO BAS

NOES –

ABSENT –

ABSTENTION –

ATTEST: \_\_\_\_\_

ASHA REED  
City Clerk and Clerk of the Council of the  
City of Oakland, California

January 1, 2022 December 31, 2022

FINAL	DRAFT	
21F-4002	22F-5002	
2021	2022	
<b>Budget</b>	<b>Budget</b>	

2022 Project # Admin: 1005640  
 Prog: 1005641

		OF	Account #	PROJ	Budget	Budget	
<b>TOTAL GRANT</b>					<b>1,396,158</b>	<b>1,391,569</b>	
<b>ADMINISTRATIVE COSTS</b>							
10.1			Salaries and Wages		116,921	106,460	Assuming 4% Vacancy Rate, 5%COLA added
10.2			Fringe Benefits		143,042	136,422	120.09% and 126.33% ( paid leave treated as 1
			<b>Subtotal Personnel Costs</b>		<b>259,963</b>	<b>242,882</b>	
10.3			Operating Expenses				
10.32			Consumable/supplies	52911-BOTTLED WATER & FOOD	3,000	3,000	Blue mean possible reprogramming
				55312 -			
10.34			Membership Dues	MEMBERSHIP	8,000	8,000	
10.34			Membership Dues	55311-EMPLOYEE ASSOCIATION D	1,000	1,000	
<b>10.34 SUBTOTAL</b>					<b>9,000</b>	<b>9,000</b>	
10.35			Official Hospitality	53313-OFFICIAL HOSPITALITY	500	500	
10.36			Parking Validation	55119-MISC TRAVEL EXPENSES	1,644	1,644	
10.37			Telephone	53117-MOBILE PHONES			
			<b>Total Operating</b>		<b>14,144</b>	<b>14,144</b>	
10.6			Subcontractor Svcs(Prof/Board Devlp)	54919-CONTRACTS MISCELLANEO	9,000	2,000	Decreased line item
10.7			Other Costs - (Dept. OH costs) 12	58521 - DEPT. OVERHEAD	10,630	10,630	7.45% DOH Annie Updated
			<b>Subtotal Administrative Costs</b>		<b>293,736</b>	<b>269,656</b>	
<b>PROGRAM COSTS</b>							
20.1			Salaries and Wages		200,094	177,767	Assuming 4% Vacancy Rate, 5%COLA added
20.2			Fringe Benefits		245,520	231,973	120.09% and 126.33% ( paid leave treated as 1
			<b>Sub-total Personnel Costs</b>		<b>445,614</b>	<b>409,740</b>	
20.3			Operating Expenses				
20.31			Program Expenses	52211-STATIONARY & OFFICE SUP	4,000	4,000	
20.31			Program Expenses	52212-MINOR FURNITURE OFFICE	1,000	1,000	
20.31			Program Expenses	52213-MINOR COMPUTER SUPPLIE	1,000	1,000	
20.31			Program Expenses	52911-FOOD FOR HUMAN CONSUM	-	-	
20.31			Program Expenses	52919-MISC COMMODITIES	1,500	1,500	
20.31			Program Expenses	53611-POSTAGE AND MAILING	2,000	2,000	
SUBTOTAL: 20.31			Program Expenses		9,500	9,500	
20.32			Travel In State-Program	55112-COMMERCIAL TRANSPORT	1,500	1,500	
20.32			Travel In State-Program	55113-MEALS	1,000	1,000	
20.32			Travel In State-Program	55114-PER DIEM AND LODGING	1,000	1,000	
20.32			Travel In State-Program	55119-MISC TRAVEL EXPENSES	1,000	1,000	staff mileage
20.32			Travel In State-Program	55212-REGISTRATION AND TUITIO	3,000	3,000	staff development
<b>20.32 SUBTOTAL</b>					<b>7,500</b>	<b>7,500</b>	
			<b>Total Operating</b>		<b>17,000</b>	<b>17,000</b>	
20.4			Equipment = \$5K >				
			OUT OF STATE TRAVEL-PG	55112-COMMERCIAL TRANSPORT	3,900	3,900	
			OUT OF STATE TRAVEL-PG	55113-MEALS (?)	-	-	
			OUT OF STATE TRAVEL-PG	55114-PER DIEM AND LODGING	3,000	3,000	
			OUT OF STATE TRAVEL-PG	55119-MISC TRAVEL EXPENSES	100	100	
			OUT OF STATE TRAVEL-PG	55212-REGISTRATION AND TUITIO	3,000	3,000	
<b>20.5</b>			<b>Out of State Travel-Program</b>		<b>10,000</b>	<b>10,000</b>	
20.6			Subcontractors				
AC			Downtown Streets (Hayward)	54912-THIRD PARTY CONTRACTS	40,000	45,000	
			Hack the Hood	54912-THIRD PARTY CONTRACTS	40,000	45,000	
			Rubicon	54912-THIRD PARTY CONTRACTS	40,000	45,000	
			Chabot Tri-Valley Career Cent	54912-THIRD PARTY CONTRACTS	25,000	25,000	
			Fremont Resource Center	54912-THIRD PARTY CONTRACTS	40,000	45,000	
			La Familia (FESCO)	54912-THIRD PARTY CONTRACTS	40,000	45,000	
OAK							
			New Door Ventures	54912-THIRD PARTY CONTRACTS	40,000	45,000	
			Civicorps O	54912-THIRD PARTY CONTRACTS	40,000	45,000	
			PIC	54912-THIRD PARTY CONTRACTS	-	-	
			Renaissance Center	54912-THIRD PARTY CONTRACTS	40,000	45,000	
			LAO	54912-THIRD PARTY CONTRACTS	40,000	45,000	
			SAVE	54912-THIRD PARTY CONTRACTS	40,000		Reprogram Dollars
			Covenant House	54912-THIRD PARTY CONTRACTS	40,000	45,000	
			Operation Dignity	54912-THIRD PARTY CONTRACTS	40,000	45,000	
			St. Mary's Center	54912-THIRD PARTY CONTRACTS	40,000	45,000	
Internal					<b>545,000</b>	<b>565,000</b>	HIGHLIGHT
20.61			Bank On Oakland/HERA	54919-CONTRACTS MISCELLANEO	30,000	30,000	
			Earned Income Tax Credit/BOO (211)	54919-CONTRACTS MISCELLANEO	10,000	10,000	

	Hunger Program (Thanksgiving + Summer Lunch + Brown Bag ACCFB, Safe Passages)	54919-CONTRACTS	1004481	10,000	10,000	
	Bay Area Legal Aid	54919-CONTRACTS	1004481	-		(\$10K)
	Self-Help Credit Union/Hera	54919-CONTRACTS	1004481			
	CAP Forum/community Events	54919-CONTRACTS MISCELLANEOUS				
	Donal Raulston- EITC Program Analyst	51111, 51511, 51611, 51613, 58521,		23,562	23,562	Total \$48,396(\$24,834,Cover part of Don's Sal
	Hunger-free Summer Campaign	54911-Services Contracts; 53314 Advertising Promotion				Advetising and Promotion Added
	Alameda County All In - New War on Poverty ;Tri Valley; Fatherhood	54911-Services Contracts				
	AC OCAP Programming	51911-MISC OCAP PROGRAMS; 53314 Advertising			31,157	Advertising, Promotion Added, Tshirts
	<b>Discretionary Grant (\$32,000) (\$28,500-2021)</b>					must have own project # (Annie)
	<b>TOTAL Internal</b>					
20.6	<b>Sub-total - Subcontractors</b>			<b>618,562</b>	<b>669,719</b>	
20.7	Other Costs/(Dept.OH costs) 12.9%	<b>58521 - DEPT. OVERHEAD</b>		<b>18,245</b>	<b>15,454</b>	<b>7.45% DOH ( Annie Updated)</b>
	<b>Subtotal Program Costs</b>			<b>1,109,421</b>	<b>1,121,913</b>	
	<b>Total CSBG Funds</b>			<b>1,396,158</b>	<b>1,391,569</b>	
	Unallocated Funding (Deficit)			<b>(7,000)</b>	-	<b>2022 use GPS or Discretionary</b>
	* Furlough Savings					

Note: Administrative Cost must be below 12% of total budget

	#REF!	2022
<b>2021 AC-OCAP Operating Budget</b>		
2020-2022 CSBG CARES		\$1,933,830
City CSO GPF Contribution		#REF!
City ISF GPF Contribution		#REF!
City I GPF Contribution		30,262
Oakland Promise Brilliant Baby		500,000
Eden I and R General Fund		100,000
Walk to End Poverty (Donations)		35,699
CHD Mayor's Hunger Program - 78111		100,000
Summer Lunch		260,489
<b>CENTRAL LEGAL CONTRACT</b>		-
<b>Total</b>		#REF!
2022 CSBG - Federal Grant		1,391,569
<b>2021 AC-OCAP Total Operating Budget</b>		#REF!

Total Administrative Budget  
 12% of CAP Administrative Budget  
 Allowable Administrative Costs #REF! #REF!

CSD contract 22F-5002

13124